



MINEHEAD TOWN COUNCIL

MINUTES OF THE FINANCE AND STAFFING COMMITTEE MEETING HELD ON MONDAY 13 JUNE 2022 AT 7.30 PM AT THE COMMUNITY CENTRE, IRNHAM ROAD, MINEHEAD TA24 5DW

The Meeting was streamed live on the MTC Facebook page

The Meeting was digitally recorded

Members are reminded that Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race, gender, sexual orientation, marital status and any disability), Crime & Disorder, Health & Safety, Human Rights and Biodiversity

Present: Chair: Cllr M Kingston-James
Councillors: Cllr M Burke, Cllr C Gilberto, Cllr A Kingston-James, Cllr M Kravis* **,
Cllr C Palmer*, Cllr M Palmer
(denotes Somerset West and Taunton District Councillor "SWaT")*

Officers in Attendance: Ms Sam Rawle – Town Clerk
Mr B Howe – Deputy Clerk
Mrs J Notley - Notetaker

Members of the Public and Press: 0 members of the public
0 members of the press

Cllr M Kingston-James welcomed Councillors and Officers to the Meeting and the public watching via Facebook.

029 TO RECEIVE APOLOGIES FOR ABSENCE [LGA 1972 s85 \(1\)](#)

Apologies had been received from Cllr J Malin and Cllr T Venner.

030 TO RECEIVE COUNCILLORS' DECLARATIONS OF INTEREST AND ANY DISPENSATIONS

In accordance with the provisions of the Localism Act 2011 in respect of members

| Member | Item | Interest | Time Period | Speak/Vote |
|-----------------------|-------|-----------------------|-------------|--|
| Cllr A Kingston-James | 033.2 | Personal | 2022 | Stayed in the room, did not speak nor vote |
| Cllr M Kravis | All | SWaT & SCC Councillor | 2022 | Stayed in the room, spoke and voted |
| Cllr C Palmer | All | SWaT Councillor | 2022 | Stayed in the room, spoke and voted |

DISPENSATIONS [Localism Act 2011](#)

No dispensations were requested.

- 031 TO APPROVE the Minutes of the Finance & Staffing Committee Meeting held on 11 April 2022 - *Minutes to be agreed by Councillors who were in attendance*

Proposed: Cllr C Palmer

Seconded: Cllr Burke

Agreed with all in favour to approve the draft Minutes of the Finance & Staffing Committee meeting held on 11 April 2022

- 032 TO ADJOURN the Meeting for Public Inclusion [Standing Order No 3e](#)
No-one had asked to speak

033 FINANCE

033.1 To approve urgent payments for June 2022

Payments 1-9, totalling £53,278.04, including salary payments of £23,646.56

033.2 To approve payments under £1,000 for June 2022

Payments 10-31, totalling £4,670.92

Cllr M Palmer asked whether payment 21, relating to Alcombe Common, came out of the Budget and the Clerk confirmed that it did. She queried if anyone would shadow the contractor when work was done. The Clerk said she had a plan relating to this and would confirm details with Cllr M Palmer later.

Cllr Gilberto asked about payments for Jubilee events. The Deputy Clerk told him that there were some payments on the Procurement card as well as payments under E1,000, but that there would be other invoices coming later. All payments should be evident by the time of the Full Council meeting and a summary of expenditure would be brought to that meeting.

033.3 To recommend to Full Council payments over £1,000 for June 2022

Payments 32-33, totalling £2,754.20

Cllr M Palmer asked what were the works referred to for payment 33. The Deputy Clerk replied that the contractor had carried out maintenance and repairs to 3 sets of public conveniences, including remedying sticking doors at Summerland Place, work on the roofs

of both Blenheim Gardens toilets and changing round the layout of Irnham Road toilets following the fire damage. The claim on Council's insurance policy following the fire damage would be for around £5,000.

033.4 To approve payments by Procurement Card for May/June 2022

Payments 34-50, totalling £1,265.80

The Deputy Clerk commented that the bouncy castle booked for the Jubilee celebrations had been cancelled and this payment (no 49) would be refunded.

The Chair called for a proposer and seconder to approve all payments in the Payments Report *en bloc*

Proposed: Cllr Kravis

Seconded: Cllr Burke

Agreed with 1 abstention and 6 in favour that the Committee approve urgent payments for June 2022, payments under £1,000 for June 2022 and payments by Procurement Card for May/June 2022 and recommend to Full Council payments over £1,000 for June 2022.

033.5 To approve Regular Payments for May 2022

Payments 1-35, totalling £7350.98

Proposed: Cllr A Kingston-James **Seconded: Cllr Gilberto**

Agreed with all in favour to approve Regular Payments for May 2022

033.6 To receive the Income Report for May 2022

Councillors had seen the Income Report for May 2022, totalling £8189.14. Cllr M Palmer queried the item for the Sponsorship of Ellicombe Roundabout and the Deputy Clerk replied that this was an annual sponsorship by MacDonalDs for £525, acknowledged by a small sign on the roundabout itself. He informed Councillors that a payment by Minehead AFC was the first instalment of £5,000 which the Football Club had agreed to pay towards the bar in the Community Centre. This had been delayed by COVID.

034 TO CONSIDER Small Grant Applications:

For the benefit of new Councillors the Deputy Clerk explained that Grant applications were considered every 3 months by Finance & Staffing Committee. This was the first run of applications for the Council year. Cllr Kravis asked if the maximum grant was still £500 as this had been the same amount for many years. The Deputy Clerk confirmed this and said there was another pot of money for larger grants.

(a) Minehead Gardening Club (£300)

Proposed: Cllr Kravis **Seconded: Cllr C Palmer**

Agreed with all in favour to award a grant of £300 to Minehead Gardening Club

(b) Minehead & Exmoor Music Festival Society (£500)

Proposed: Cllr M Palmer **Seconded: Cllr Burke**

Agreed with all in favour to award the maximum grant of £500 to Minehead & Exmoor Music Festival Society

(c) Minehead Girls' Brigade (£120)

Proposed: Cllr Kravis **Seconded: Cllr A Kingston-James**

Agreed with all in favour to award a grant of £120 to Minehead Girls' Brigade

035 TO RECEIVE the Internal Audit Report
Councillors had seen the Report and the Deputy Clerk told them that the auditor had given MTC a clean bill of health. The only comment concerned sending out Cemetery invoices and that was currently being addressed. This was the final audit report up to the end of March 2022 and the Committee was being asked to recommend the Report to Full Council. There were no questions.

036 TO AGREE Governance Statement and Final Accounting Statements 2021/22
The Deputy Clerk explained that, as part of the Internal Audit, Council had to complete the Annual Governance and Accountability Return (AGAR) and would have to tick all the boxes on page 4, which all Councillors should read as it would be signed on behalf of the Council as a whole. This would be done at the next Full Council meeting. Page 5 showed Council's actual money at the end of the financial year, and this would be agreed at Full Council. It would then be sent off to the External Auditor.

Proposed: Cllr A Kingston-James Seconded: Cllr C Palmer
Agreed with all in favour to recommend the AGAR to Full Council for signature.

037 TO AGREE the confirmation of the dates of the period for the exercise of public rights
The Deputy Clerk told the meeting that MTC needed to agree dates when its accounts would be open to the public to view. He suggested 1 July 2022 to 11 August 2022. This would be after the next Full Council meeting where the Audit Report and AGAR would be signed off by Council.

Proposed: Cllr Gilberto Seconded: Cllr M Palmer
Agreed with all in favour that the period for the exercise of public rights would run from 1 July 2022 to 11 August 2022.

038 TO AGREE the purchase of a ride-on mower
Councillors had seen a report compiled by the Deputy Clerk detailing the need for a smaller ride-on mower as back-up for the large one and to cut verges, play parks and allotments. The report stated that no such electric mowers would be suitable as they would not cut a large enough area on a single charge. The Amenities Team had identified a suitable mower and the Deputy Clerk had obtained 3 quotes. Finance would be taken from the Plant and Equipment budget and General Reserves.
Cllr M Palmer remembered that both Committees and Full Council had agreed the purchase of a ride-on mower in August 2021 which would have been half the price of the one suggested in the report. The Deputy Clerk confirmed that this had not been purchased and said he would look into why this was and come back to Full Council with the answer.

039 TO RESOLVE to exclude members of the Press and Public

Proposed: Cllr Kravis Seconded: Cllr A Kingston-James
Agreed with all in favour to continue the meeting *in camera* to discuss a staffing issue

The public meeting ended at 7.59 pm.

